

CARE AND OPERATION
OF MOTOR VEHICLES

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1. GENERAL

1.01 This practice sets forth the methods and precautions to be followed in the care and operation of motor vehicles, which, at the time of issue, are considered to be the most effective

1.02 In order that the operators of motor vehicles may fully appreciate the extent of their responsibility, there are certain basic factors of utmost importance, aside from the actual operation of vehicles, with which every employee should be familiar.

1.03 Since private ownership and operation of automobiles has become so general, employees are presumed to have availed themselves of the information regarding the legal operation of vehicles and to have become conversant with general road rules. However, the understanding

and strict observance of the instructions outlined herein will reduce to a minimum the possibility of traffic law infractions and accidents.

1.04 It shall be the responsibility of all supervisors to insure the observance of, and compliance with, the rules and regulations contained herein by active and continuous follow-up instructions to individual motor vehicle drivers.

1.05 All employees should know and follow the seven fundamentals of safe driving.

- (a) Concentration on the job of driving.
- (b) Alertness in sensing and analyzing traffic situations which contribute to accidents.
- (c) Adequate control of the vehicle under all conditions.
- (d) Driving at all times in a manner that will prevent getting into traffic pockets or tight places.
- (e) Initial determination and continued maintenance of the good mechanical condition of the vehicle.
- (f) Knowledge and observance of state, local and company regulations.
- (g) Courteous driving.

2. INVESTMENT

2.01 The company can only secure the maximum benefit from its motor vehicle investment when the equipment is treated so as to render a full term of usefulness, and each employee is expected to exercise extreme care in the operation of company owned equipment.

2.02 Regardless of what instructions may be issued or plans formulated for the proper care of equipment, the employee driver is in a most favorable position to practice and enforce such measures as will result in a lowered rate of deterioration of this class of property.

3. PUBLIC RELATIONS

3.01 The motor vehicle equipment of this company is distinctive in color and design and is readily recognized by the general public. It is essential, therefore, that all employees appreciate fully their mission as representatives of the company by performing all of the functions of safe driving and extending every road courtesy.

4. TROUBLES

4.01 The efforts of the garage repair forces in their routine inspections for vehicle troubles shall be supported by all employees by reporting, through ordinary channels, any mechanical irregularities noticed. Troubles of a varied nature develop which may be detected by the driver but which, in the absence of individual road tests, may escape the attention of the garage forces. These minor troubles, if not reported and corrected, may become severe and necessitate costly repairs.

5. CARE OF EQUIPMENT AND MOTOR VEHICLES BY DRIVER

5.01 The following points are of importance in the general preservation of vehicles which carry tools and materials:

(a) The load limits of each unit should be known, and tools and materials should be carried only in quantities the total weight of which will come within the load limit.

(b) Ladders or other tools which are carried outside the closed compartments of vehicles should be placed securely in the brackets or carriers provided.

(c) The use of fenders as a stepping point or standing place is strictly prohibited. This practice results in bending the fenders and marring the painted surface, and constitutes a decided accident hazard.

(d) All material or tools such as coils of wire, tool bags, etc., must be carried within the body of the vehicle.

(e) Costly repairs to seats and seat backs are made necessary as a result of the carrying of pocket tools, pliers, screwdrivers, etc., in the hip pockets. When driving or riding in cars, remove such tools to some other position.

(f) Body belts and climbers must be removed while driving or riding in cars, both from a point of property damage and personal injury.

(g) Bundles of work orders, gloves, or similar items should not be placed behind the bows of the top structures. This practice bulges and breaks the top materials.

(h) The space on top of and behind rear view mirrors shall not be used as a utility shelf.

(i) Any papers or specification books that may be carried in the overhead compartment of certain cars shall be so securely placed that no movement of the car will dislodge them. Under no circumstances shall tools or material be placed in this compartment.

5.02 By observing the following general rules of careful driving, the wear and tear of the various working parts of motor vehicles will be appreciably lessened.

(a) Brakes

- (1) Use intermediate or low gear when descending perceptible grades. Never place the gears in neutral when descending grades.
- (2) Regulate the speed at curves and intersections to minimize the use of brakes.

(b) Battery

- (1) When the engine is stopped, turn off the ignition switch.
- (2) Turn off lights when not required.
- (3) Make sure that the "Stop" light is out when the vehicle is not in use.

(c) Clutch, Transmission and Differential

- (1) Engage the clutch gradually.
- (2) Clutch pedal should be free while driving; any pressure on it lessens its effectiveness and causes damage.
- (3) Place the gears in neutral and engage the clutch if the vehicle is stopped and the engine left running.
- (4) Do not use the clutch to hold the vehicle on ascending grades.
- (5) Except on a perceptible down grade, use the low gear to start movement of the vehicle.

(d) Engine

- (1) Close choke as soon as engine is warm.
- (2) Vehicles having a dash carburetor adjustment shall be driven with the adjustment closed and, in any case, not more than one quarter turn open.

(3) Always drive with the spark control lever in the advanced position except when starting the engine or ascending steep grades.

(e) Tires

(1) When driving keep clear of safety buttons, wood, stones, or other objects in the road.

(2) When parking keep clear of sharp objects and contact with the curb.

6. PRECAUTIONS

6.01 There are certain acts which should be performed as a daily routine before leaving the garage quarters which will serve reasonably to insure against lost time and accidents. They are as follows:

(a) Before leaving the garage, check the gasoline supply.

(b) See that all compartment doors are closed and that ladders or other tools carried outside are fastened securely.

(c) Before proceeding any appreciable distance from the garage, try the brakes to determine their effectiveness. Refer to Paragraph 4.01.

(d) Sound horn.

(e) Make a complete stop on leaving or entering the doorway of any garage.

7. OPERATION

7.01 If, at any time, certain points of operation or control of equipment are not clearly understood by the driver, request shall be made of the garage forces for instruction. Refer to Paragraph 4.01.

7.02 The following regulations shall be considered as company rules:

- (a) Be alert and concentrate upon the job of driving at all times.
- (b) Maintain adequate control of the vehicle and drive cautiously under all conditions
- (c) Drive courteously at all times.
- (d) The right of way of pedestrians should be respected beyond the point of ordinary care.
- (e) When any question of right of way arises, always concede to the other vehicle.
- (f) When approaching an intersection for a left-hand turn, give the right of way to any approaching vehicle. Do not depend on the other vehicle's brakes or driver's judgment.
- (g) When approaching another car that is signalling for a left turn at an intersection, slow down until a clear road is available.
- (h) Never attempt to beat traffic signals. Use every precaution in entering an intersection. Look right and left even though the signal is in your favor.
- (i) Proceed with caution at all railroad crossings, whether steam, interurban, or street car.
- (j) While waiting at a railroad crossing for a passing train, keep the gears in neutral.
- (k) Exercise judgment in the use of the horn, especially as a warning signal for pedestrians or children.

- (l) Observe every possible precaution when driving near schools and where children are playing.
- (m) Do not carry any unauthorized persons as passengers and do not permit the hitching of sleds, wagons, bicycles, etc., to vehicles.
- (n) When parking keep a reasonable distance from other cars, and maintain a clearance of at least a few inches from the curb.
- (o) When leaving the vehicle unattended, set the brakes effectively, remove the ignition keys, and exercise judgment in locking the vehicle. When parking on a grade, leave the vehicle in gear and turn the wheels into the curb or block otherwise.
- (p) When moving out from curbs, ascertain first that traffic is clear enough to permit moving, then give proper hand signal.
- (q) Be on the alert for other cars moving out from curb parking without giving proper hand signal.
- (r) Exercise precaution at all times when vehicle is in reverse gear. Do not depend entirely upon the rear view mirror.
- (s) Attach red flags or red lights at the rear of any load which extends more than four feet beyond the rear of the vehicle.
- (t) Proceed with caution during wet weather. If the vehicle skids, apply brakes gradually without releasing the clutch.
- (u) When it becomes necessary to move a vehicle to a new location in connection with a particular work assignment, it shall be moved only under its own power.

8. ACCIDENTS

8.01 Whenever an accident occurs which involves any company owned equipment, the employee shall notify his supervisor and the chief special agent's office immediately, and shall furnish them with all of the detailed information available as to time, location, names of persons involved, description of vehicles and license numbers, extent of damage, weather conditions, direction of travel, etc.

8.02 Employees shall render whatever aid is possible to injured persons.

8.03 Employees shall secure the names and addresses of as many witnesses to the accident as it is possible to obtain.

8.04 Employees shall not engage in extended debate with other persons as to responsibility and shall confine the discussion to an amicable exchange of information.